

**New Jersey Department of Education**  
**Overview of Activities to Fulfill Requirements of the School Self-Assessment Program to**  
**Determine Grades under the *Anti-Bullying Bill of Rights Act***

Note: The term “CSA” includes the Charter School Lead Person and Renaissance School Lead Person, and references to the BOE includes the charter school governing authority.

**Activities to Fulfill Requirements of School Self-Assessment Program:**

<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Plan to Complete</b>
<b>Set up usernames for this project (HIB Grades).</b> 1. Each school user will need a school-level account assigned to HIB Grades. <i>Note: You do not need to create a new school-level username if this person is the same as last year.</i> 2. Each CSA will need a district-level account assigned to HIB Grades. <i>Note: Charter schools still require only a school-level user name.</i>	District Homeroom Administrator	(blank)
<b>Print and Review the School Self-Assessment and Guidance document.</b>	School Safety/School Climate Team	(blank)
<b>Complete the hard copy of the School Self-Assessment by evaluating each indicator and reviewing supporting documentation.</b>	School Safety/School Climate Team	(blank)
<b>Following district policies, request that the Self-Assessment be added to the agenda for an upcoming public BOE meeting.</b> <i>Note: Meeting must be held prior to October 31, 2019.</i>	Anti-Bullying Coordinator	(blank)
<b>Enter School Self-Assessment ratings in the HIB Grades system and select “Submit Report for District Review.”</b> <i>Note: Charter schools do not need to “Submit Report for District Review.”</i>	Anti-Bullying Specialist	(blank)
<b>Print a summary report of the School Self-Assessment and review ratings.</b> <i>Note: The CSA may request the school make changes.</i>	Chief School Administrator, Anti-Bullying Coordinator	(blank)
<b>Present School Self-Assessment at a public BOE meeting.</b> <i>Note: The BOE may ask for further clarification and/or supporting documentation of ratings. Each School Self-Assessment must be approved by the BOE prior to being submitted to the NJDOE.</i>	Chief School Administrator	(blank)
<b>Certify the Statement of Assurances and submit data to the NJDOE.</b>	Chief School Administrator	<b>Deadline: October 31, 2019</b>
<b>NJDOE will review data and create and issue school and district grade reports.</b>	NJDOE	To be issued in the 2019-2020 school year
<b>Review official Grade Report at public BOE meeting.</b>	Chief School Administrator, Anti-Bullying Coordinator	After receiving official Grade Report from NJDOE